DOCUMENT RESUME

ED 311 927 IR 052 922

TITLE Research and Publication: A Resource Guide for the Rutgers University Libraries Faculty.
INSTITUTION Rutgers, The State Univ., New Brunswick, N.J.
PUB DATE 89
NOTE 49p.
PUB TYPE Guides - Non-Classroom Use (055) -- Reference Materials - Bibliographies (131) -- Reference Materials - Directories/Catalogs (132)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Academic Libraries; Annotated Bibliographies; College Faculty; Directories; *Grants; Guidelines; Higher Education; Librarians; Professional Continuing Education; *Research Design; Research Opportunities; *Scholarly Journals; Statistics; *Writing for Publication

ABSTRACT

This handbook is designed to assist academic librarians with various aspects of the research and publication process. Arranged alphabetically by main entry, five of its six chapters contain critically annotated lists of books and articles providing information on what to publish, where to publish, how to publish, how to do statistical research, and how to get time and money for research. Nothing published before 1980 is included unless it is considered to be uniquely helpful or a standard work. If the work cited is owned by Rutgers University, the library locations are indicated. The remaining chapter is a directory of faculty at the Rutgers University libraries and the School of Library and Information Science who have agreed to share their knowledge of and experience with the research and publication process. Two appendixes contain a chart depicting the evaluation and publication processes of library journals and information on continuing education.
(Author/SD)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

IR

ED311927

# RESEARCH AND PUBLICATION: A RESOURCE GUIDE

## FOR THE

## RUTGERS UNIVERSITY LIBRARIES FACULTY

IR052922

A Publication of the
Research and Publications Committee
Rutgers University
Camden - New Brunswick - Newark
New Jersey
1989

BEST COPY AVAILABLE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Jeris F.Cassel

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

# RESEARCH AND PUBLICATION:
# A RESOURCE GUIDE

**For The**

**RUTGERS UNIVERSITY LIBRARIES FACULTY**


**Compiled By:**

Members of the Research
and Publications Committee

Stan Nash
**Chair and Project Director**

Jeris Cassel
**Editor-in-Chief**

Ellen Calhoun
B. J. Swartz
Donald Daidone
Howard Dess



A Publication of the
Research and Publications Committee
Rutgers University
Camden - New Brunswick - Newark
New Jersey
1989



© Rutgers University Libraries, 1989

## Dedication

This project is dedicated to Les Ota who started the ball rolling by bringing to our attention the need for such a resource guide at Rutgers.

## Acknowledgments

We would like to acknowledge the following individuals: Carol Wright, Mel Westerman, and the Pennsylvania State University Libraries for permission to use Aids to Research for Library Faculty at the Pennsylvania State University as the basis for our design for this project; John N. Berry III and John Budd for permission to reprint information from Library Journal; Kevin Mulcahy and Stephanie Bartz for their contribution to Chapter 3; Shauley Cheng who was a member of the committee during the conceptualization of the project; and Professor Jana Varlejs of the Rutgers School of Communication, Information, and Library Studies for her advice and help in planning and preparing this document.

**TABLE OF CONTENTS**

Introduction.....i - ii
Chapter I. Identify Possible Areas for Research and Publication..1 - 5
Chapter II. Directories.....6 - 8
Chapter III. Author's Guides to Publishing Opportunities.....9 - 15
Chapter IV. Readings on Writing and Publishing.....16 - 20
Chapter V. Research Methodology.....21 - 22
Chapter VI. Getting Time and Money.....23 - 33
Appendix I. State of the Literature.....34 - 37
Appendix II. Continuing Education.....38 - 39

# INTRODUCTION

The members of the Research and Publications Committee hope this guide will facilitate research and publication by Rutgers University librarians. The guide consists of seven chapters, which are designed to accommodate the various needs people may have with regard to the research and publication process. Each chapter may be used independently. For example, the librarian having difficulty discovering potential areas for publication may wish to consult Chapter I, which identifies areas that might be of interest to colleagues and publishers. The librarian with an idea for a research project but no funds to pursue the idea could turn directly to Chapter VI, which deals with funding sources and proposal writing.

Much of the guide is bibliographic. Chapters I, III, IV, and V contain critically annotated lists of selected books, articles, and documents which help to answer questions concerning what to publish, where to publish, and how to publish. All bibliographic entries were carefully chosen and analyzed by members of the Research and Publications Committee. Nothing published before 1980 has been included in this guide unless it was considered to be uniquely helpful or a standard work. If the work cited is owned by Rutgers (as of 12/88), the library locations are indicated in the citation. Only the holdings of current editions are listed. Bibliographic entries in each chapter are arranged alphabetically by main entry.

Other chapters include special features. Chapter II is a directory of Rutgers Library faculty and SCILS faculty who serve on editorial boards or have a working knowledge of the publication process. The faculty listed in this directory responded to a survey sent out by the Committee in Spring 1988, and have agreed to share their experience and knowledge with other members of the faculty seeking advice at any stage of the research and publication process. Chapter VI includes a select list of promising sources of funding for research. Tables with information on the manuscript acceptance rates, the manuscript evaluation process, and publication delays of library science journals are provided in Appendix I. These tables have been reprinted, with the permission of the publisher and author, from "Publication in Library and Information Science: The State of the Literature," by John Budd, which appeared in the September 1, 1988 issue of Library Journal. Appendix II includes a list of opportunities for continuing education. The courses listed here may aid in the development of skills requisite for certain areas of research.

The need for this guide is based on two pressing realities. First, it is clear that academic librarians are expected to publish. Second, many librarians have great potential for publication but need help with one or several aspects of the research or publication process. While this guide provides no magical remedies to the many challenges involved in publishing, it is our fervent hope that it will aid in making many of our colleagues aware of the large amount of helpful information that is accessible to them with regard to the task of getting their ideas and research into print.

## CHAPTER I

## IDENTIFY POSSIBLE AREAS FOR RESEARCH AND PUBLICATION

A select list of publications which may be regarded as "current awareness" sources for library science is shown in the following pages. These works can be useful in identifying a wide variety of topics, themes and research that are being published in the library science field. At once they identify areas that are publishable and of possible interest to you as a scholar. In addition, you should seek to identify periodicals and newsletters in your own subject of interest and expertise. Bill Katz's **Magazines for Libraries** (ALEX REF., KLMR REF., DANA REF., DGLSS REF., LSM REF., CAMDN RES.1 Z6941.K2 1986), now in its fifth edition, has a substantial section on library science, replete with descriptions of most major library periodical publications. For a description of newsletters try **NewsLetter Directory** (ALEX REF. Z6941.N3 1987). For a listing of periodicals published by the American Library Association, refer to the annual publication, **"How to Publish in ALA Periodicals"** . Each entry provides a brief description of the periodical, frequency, scope, type of submission accepted, editor's name and address, and brief instructions for prospective authors. A free copy of this list is available by sending a forty-five cent stamped 9"x12" self-adddressed envelope to the American Library Association, Publishing Services Order Department, 50 E. Huron Street, Chicago, IL 60611. Also worth considering is the **Checklist '88, American Library Association Publications Checklist 1988** (ALEX REF. Z666.A54a 1988) which is published annually and includes an index by subject, series and ALA unit.

A number of general periodicals, such as the **Chronicle of Higher Education** (ALEX, CAMDN, DANA, DGLSS, KLMR), and a number of more focused serials, such as **DIALOG Chronolog** (ALEX Z 699.3.C46, KLMR), include a call for papers section. Some publications, such as **LOEX News** (ALEX, CAMDN), even contain advertisements asking for authors from time to time. It pays to be familiar with the newsletters and journals which deal with fields of interest to you.

Possible areas for research and publication on current issues may of course, be discovered by attending conferences and workshops, many of which are listed in the "Datebook" section of **American Libraries** (ALEX Z673.A5B81, CAMDN, DGLSS). Helpful in discovering library organizations which hold conferences and sponsor educational activities is the **International Guide to Library, Archival and Information Associations** (ALEX Ref Z673 .A1 F33 1980). This can be

updated by the **Encyclopedia of Associations** (ALEX REF. HS17.G3, CAMDN REF. HS17.G321, DGLSS REF. HS 17.G3326, DANA, IMLR HS17.G3, KLMR REF. HS17.G332, LSM REF. AS22.G3). It should be noted that familiarity with appropriate periodicals and organizations can often yield opportunities for publication.

Many organizations are particularly eager for a fresh viewpoint on any number of topics. NJLA (New Jersey Library Association) and DANJ (Documents Association of New Jersey) are examples of organizations in our own backyard that hold regular conferences for which papers and presentations are sought.

A way of sharing research reports, curriculum guides, and a variety of other materials with a wide and diverse audience is by submitting them to **ERIC** (Educational Resources Information Center). Materials should be sent to the appropriate clearinghouse for review. A list of the clearinghouses and their addresses appear in each issue of RIE (Resources in Education) and CIJE (Current Resources in Education). If you are uncertain of the appropriate clearinghouse, send materials to the following address: ERIC Processing and Reference Facility, Acquisitions Department, 4350 East-West Highway Suite 1100, Bethesda, Maryland 20814-4475. A copy of the brochure "Submitting Documents to ERIC" may be obtained from the above address or any of the clearinghouses.

Following is a select list of current awareness sources in library science:

**Advances in Librarianship. v.1 - 1970 - . New York: Academic Press.**

Essays on key topics reviewing current research developments and problems in Library Science. A wide variety of topics are covered including virtually every aspect of the library profession. Unfortunately this annual publication appears rather late.
ALEX Z674.A4

**The ALA Yearbook of Library and Information Services. v.1 - 1976 -. Chicago: American Library Association.**

Yearly survey of events and research in librarianship throughout the USA. See especially the section on research which includes a list of grant recipients.
ALEX REF., DGLSS REF. Z673.A5A14.

**Annual Review of Information Science and Technology. v.1 - 1966 - . Washington, DC: American Society for Information Science.**

The stated purpose of this annual review "is to describe and appraise activities and trends in the field of information science and technology." Emphasis is on automation and systems. Within that framework, it covers various topics each year based on their importance as "state of the art" subjects.
ALEX Z699.A54

**British Librarianship and Information Science. 1966/1970 - . London: Library Association.**

Appearing every 5 years, this publication covers trends and developments in librarianship.
ALEX Z666.F5

**Current Contents: Social and Behavioral Sciences. 1974 - . Weekly. Philadelphia: Institute for Scientific Information.**

Tables of contents of journals including some fifty publications in library and information sciences. Very up-to-date. A convenient way of tracking current ideas. Far more timely than Library Literature or LISA.
ALEX REF. Z7161.C88, LSM

**Davis, Don G., and Charles D. Patterson. ARBA Guide to Library Science Literature 1970-1983. Littleton, CO: Libraries Unlimited, 1987.**

An excellent guide to bibliographies, monographs, handbooks, manuals, proceedings, indexes, and the like in library science.
ALEX REF. Z666.A73 1987

**Herring, Mark Youngblood. Controversial Issues in Librarianship: An Annotated Bibliography, 1960-1984. New York: Garland, 1987.**

Includes chapters on acquisitions, space problems, work conditions automated services, networking, professional status and training, reference service, financing, administration, "Librarians and Society", librarians' evaluations of themselves, and "Services for the Future". Could be helpful in choosing an area that is of national interest to many colleagues.
ALEX Z666.H44

**Library Lit 16 - The Best of 1985. Edited by Bill Katz. Metuchen, NJ: Scarecrow, 1986.**

This is the latest of an annual publication which attempts to publish "the best writing in library literature" gleaned from journal articles from the previous year.
ALEX Z665.K218.

**Library Trends. v.1, no. 1 July, 1952 - . Urbana, ILL: University of Illinois Library School.**

Described by Katz (Magazines for Libraries, 5th ed. p. 600) as "The best of the monographic library science series..." this quarterly publication affords an in-depth look at subjects of current concern to librarians. Each issue considers one topic or theme.
ALEX Z671.L715, CAMDN, DANA, DGLSS, KLMR, NWK LAW

**Library and Information Science: A Catalog of Selected Doctoral Dissertation Research. Ann Arbor, MI: University Microfilms International, 1986.**

Covers dissertations completed between 1970 and 1985.
(See also Gail Schlachter's Library Science Dissertations, listed below).
ALEX REF. Z666.L52 1986

**Library and Information Science Annual. v. 1 - 1985 - . Littleton, CO: Libraries Unlimited.**

Essential current awareness tool, reviewing "all English-language monographs and reference books", and periodicals dealing with Library Science. Also includes abstracts of selected dissertations. An important special feature is essays on various current topics. See especially volume 1, which includes essays on publishing in library science. See also volume 2, which contains several essays on reviewing.
ALEX REF. Z671.L7168

**Elliott, Pirkko. Current Research for the Information Profession, 1986-87. London: Library Association, 1987.**

Annual publication listing recently completed and ongoing R&D projects in over 40 countries. Entries are arranged by subject classes, with name index and subject index. Each entry includes a brief description of the project, a list of the researcher workers involved, references for published results, and the name of a contact person. Especially good for gaining knowledge of projects on an international scale.
ALEX REF. Z669.7.C86

**Library Hi Tech Bibliography. v.1 - 1986 - . Ann Arbor, MI: Pierian.**

Annual annotated bibliographies covering various aspects of computers and libraries. Topics include CD-ROM, artificial intelligence, optical and videodisc technology, etc.
ALEX REF. Z666.L43

**Lynch, Mary Jo, ed. Research in Librarianship. Spec. issue of Library Trends 32(4) (Spring 1984). Champaign, IL: University of Illinois, Graduate School of Library and Information Science, 1984.**

Articles in this issue of Library Trends deal with the relationship of various disciplines and library research, including sociology, history, psychology and political science. Also included is an article on funding library research.
ALEX Z669.7.R38 1984

**Purcell, Gary R., and Gail Ann Schlachler. Reference Sources in Library and Information Services: A Guide to the Literature. Santa Barbara, CA: ABC-Clio Information Services, 1984.**

A solid tool for discovering bibliographies and other reference sources in nearly every area of library studies.
ALEX REF., DANA REF., DGLSS REF. Z666.P86 1984

**RSR: Reference Services Review. v. 1- 1973 - . Ann Arbor, MI: Pierian.**

See summer issues for annotated bibliography on the year's work in bibliographic instruction. However it should be noted that RSR is usually late in publishing its issues.
ALEX REF., DANA REF. Z1035.R4, LSM REF. Z711.R4
CAMDN, DGLSS, KLMR

**Shlachter, Gail and Thomison, Dennis. Library Science Dissertations, 1925 - 1972: An Annotated Bibliography. Littleton, CO: Libraries Unlimited, 1974.**

Updated by Library Science dissertations, 1973-1981. See also Library and Information Science: A Catalog of Selected Doctoral Dissertation Research, listed above.
ALEX REF. Z674.R4

## Chapter II

## DIRECTORIES

Knowing the right person to contact can facilitate publication in a number of ways. Fertile ideas for research can often be found by making direct contact with individuals working in areas of academic interest to you.

Even more helpful is knowing someone who has experience with the publishing process. Such people often have insight into what subjects are of interest to editorial boards of periodical and book publishers. Attached is a **Directory of Library and SCILS Faculty Members** who responded to the committee's Spring 1988 survey by generously consenting to offer their expertise and experience to Rutgers Librarians interested in publishing. Below is a list of abbreviations and acronyms used in the directory.

In addition, please also bear in mind the **Directory of the Rutgers University Library Staff Indexed By Subject, Specialty, Language, Ability and Special Interests**, produced in July 1987 by the Reference Special Interest Group, for discovering colleagues whose subject or language expertise may help you with the research process.

Finally, the recently published, **Directory of Library and Information Professionals** 2 vols., Woodbridge, CT: Research Publications, 1988 (ALEX REF. Z720.A4 D57 1987), may prove very useful in discovering experts in Library Science throughout the USA.

### List of Acronymns and Abbreviations Used in the Directory of Library and SCILS Faculty Members

| | |
|---|---|
| ACM | Association for Computing Machinery |
| ACRL | Association of College and Research Libraries |
| ALA | American Library Association |
| ALISE | Association for Library and Information Science Education |
| ARLIS/NA | Art Libraries Society/North America |
| CALA | Chinese-American Libraries Association |
| CEAL | Committee on East Asian Libraries, Association for Asian Studies |
| DANJ | Documents Association of New Jersey |
| GODORT | Government Documents Round Table, American Library Association |
| NJLA | New Jersey Library Association |
| SAA | Society of American Archivists |
| SLA | Special Libraries Association |

DIRECTORY - LIBRARY AND SCILS FACULTY MEMBERS
(To contact for advice on publishing)

| NAME | DEPARTMENT | EXT | KNOWLEDGE OF SUBJECTS FOR WHICH PUBLICATION OPPORTUNITIES EXIST | EXPERIENCE WITH EDITORIAL BOARDS OR PUBLISHERS | AWARENESS OR INVOLVEMENT WITH PROFESSIONAL ORGANIZATIONS SEEKING PAPERS OR PRESENTATIONS |
|---|---|---|---|---|---|
| BECKER, R. | Special Collections | 7006 | Local History, Archives, Manuscripts Preservation | Editor, Mid-Atlantic Archivist | Mid-Atlantic Regional Archives Conference |
| CALHOUN, E. | LSM | 4363 | Government Documents | Editorial Board Government Publications Review | News items for DANJ Newsletter; GODORT |
| CHOU, N. | East Asian Library | 7161 | Library and Information Science | Co-editor, Journal of Library and Information Science, Editor for monographic series on Library and Information Science for SAN-MIN Book Co. | CALA, CEAL |
| EUSTER, J. | Library Admin | 7505 | Academic libraries, Library Management, Bibliographic Instruction | Choice, C&RL News, College & Research Library, Publications in Librarianship, Greenwood Press | ACRL |
| FABIANO, E. | Alexander | 7014 | Education (especially bibliography) | ORYX Press | |
| FETZER, M. | Alexander | 7014 | Government Documents | Government Information Quarterly | DANJ |
| GOLDEN, G. | Camden | 6036 | Research Design and Methodology; Survey Research | | |
| GRAHAM, P. | TAS | 7505 | Technical Services Library Management | Editorial Board, Information Technology and Libraries | |
| GRANT, B. | Special Collections | 7006 | Preservation: Issues History, Current Legislation, Planning, etc. | Preservation Prespective | Preservation New Jersey |
| KESSELMAN, M. | LSM | 4728 | On-line Searching, Bibliographic Instruction | ALA, Wilson Library Bulletin, Library Hi Tech, Meckler Journals, ORYX Press | On-line conferences, ALA |

DIRECTORY - LIBRARY AND SCILS FACULTY MEMBERS
(To contact for advice on publishing)

| NAME | DEPARTMENT | EXT | KNOWLEDGE OF SUBJECTS FOR WHICH PUBLICATION OPPORTUNITIES EXIST | EXPERIENCE WITH EDITORIAL BOARDS OR PUBLISHERS | AWARENESS OR INVOLVEMENT WITH PROFESSIONAL ORGANIZATIONS SEEKING PAPERS OR PRESENTATIONS |
|---|---|---|---|---|---|
| MULCAHY, K. | Alexander | 7014 | Reference | Reference books, Book reviews | |
| NASH, S. | Alexander | 7014 | On-line Searching, Bibliographic Instruction | | NJLA, Executive Board |
| O'CONNOR, D. | SCILS | 6653 | Evaluation, Technical Serivces | Has been on a number of boards | |
| REELING, P. | SCILS | 7917 | Reference, Government Documents | Past Editor, Documents to the People Editoral board of New Jersey Libraries & RQ, Index to US Government Periodicals | Documents area AIA, ALISE, NJLA DANJ, SLA |
| RIEMER, J. | Special Collections | 7006 | Genealogy | Acting Co-editor Genealogical Magazine of New Jersey | Genealogical Magazine o New Jersey. Interested in articles on genealog &/or genealogical record |
| SARACEVIC, T. | SCILS | 8017 | Information Science, Information Policy and Information Retrieval | Editor-in-Chief, Information Processing and Management | ASIS |
| STROMINGER, L. | SCILS | 7381 | Information Systems, On-line searching, Microcomputers in libraries | | ASIS, ACM |
| SWARTZBURG, S. | TAS | 8573 | Preservation, Rare Books, Book Reviews | Publication Committee, ARLIS/NA; Editor, Preservation Newsletter and Conservation Administration News; Columnist for Art Documentation; Mid-Atlantic Archivist; Scarecrow Press; Greenwood Press | AIA, ARLIS/NA, NJLA, SAA ALISE |
| TIPTON, R. | Dana | 5910 | | | SLA, AIA |
| TUROCK, B. | SCILS | 8845 | Financial Management For Librarians | Editor, The Bottom Line Board member, Resource Sharing & Information Network; Reviewer, LIS Research | AIA, ALISE, ASIS |
| WATSON, M. | IMLR | 9608 | | ORYX Press | SLA-Princeton-Trenton |

## Chapter III

## AUTHOR'S GUIDES TO PUBLISHING OPPORTUNITIES

A large number of guides describing the nature and level of material sought by publishers of journals exist. Many of these guides include manuscript requirements as well. These works are very helpful in discovering publications that offer potential for publishing your research. However, one note of caution: Before submitting your manuscript, be sure to look at the most recent issue of the periodical you are interested in for the latest manuscript submission requirements. If this does not contain that information, call or write the editor(s). Remember, manuscript requirements and indeed, sometimes criteria for inclusion of articles, do change from time to time.

### A. Academic Publications: SERIES

Both Haworth and Greenwood Press have published a series of guides to publication requirements for academic periodicals. **The Author's Guide to Journals Series** was published by Haworth between 1977 and 1982 and has been discontinued. It included guides on Library Science, Sociology, Law, Health, Psychology and Nursing. Although these guides are limited somewhat by their age, they do cover the majority of journals still being published in various fields. All guides include a subject index and each journal entry includes a brief statement on "Articles Usually Accepted", "Topics Preferred", "Major Content Areas", and "Inappropriate Manuscripts", as well as the rate of acceptance.

Greenwood's series, entitled **Annotated Bibliographies of Serials: A Subject Approach**, is ongoing and now includes volumes on History, Aging, Library and Information Science, Philosophy, Dentistry, Agriculture, Economics, Finance, Religion, Education, Marine Science, and most recently on Cancer Journals. Arranged by the subject of the periodical, entries for each journal include information on manuscript selection (when provided by the publisher), contents and format, and target audience. Each volume is indexed by subject, publisher, geography and title. All titles begin with the broad subject followed by...An Analytical Guide.

1. HAWORTH PRESS

**Author's Guide to Journals in Law, Criminal Justice, and Criminology. New York: Haworth, 1979.**
ALEX REF. K36.M47

**Author's Guide to Journals in Library and Information Science. New York: Haworth, 1982.**
CAMDN, ALEX REF., KLMR REF. Z666.S84

**Author's Guide to Journals in Nursing and Related Fields. New York: Haworth, 1982.**
DANA REF., LSM REF. RT24.A97 1982

**Author's Guide to Journals in Psychology, Psychiatry, and Social Work. New York: Haworth, 1977.**
ALEX REF., DGLSS REF., KLMR REF., LSM REF. BF76.8.M37 1977

**Author's Guide to Journals in Sociology and Related Fields. New York: Haworth, 1978.**
ALEX REF. Z7163.S87

**Author's Guide to Journals in the Health Field. New York: Haworth, 1980.**
ALEX REF. R119.A72

2. GREENWOOD PRESS

**Agricultural and Animal Sciences Journals and Serials: An Analytical Guide. Westport, CT: Greenwood, 1986.**
ALEX Z5073.J46 1986, DGLSS REF., LSM REF. S493.J46 1986

**Anthropology Journals and Serials: An Analytical Guide. New York: Greenwood, 1986.**
ALEX REF. Z5112.W54 1986, DGLSS REF. GN1.W54 1986

**Cancer Journals and Serials: An Analytical Guide. New York: Greenwood, 1988.**
ALEX Z6664.C2 V343 1988

**Dentistry Journals and Serials: An Analytical Guide. Westport, CT: Greenwood, 1985.**
ALEX Z6668.K68 1985

**Economics Journals and Serials: An Analytical Guide. New York: Greenwood, 1986**
ALEX REF. Z7164.E2S49 1986
CAMDN REF., DANA REF. HB1.S49 1986
DGLSS REF. HB1.S52 1986

**Financial Journals and Serials: An Analytical Guide to Accounting, Banking, Finance, Insurance, and Investment Periodicals. Westport CT: Greenwood, 1986.**
ALEX REF. Z7164.F5F53 1986, CAMDN REF., DANA REF. HG.F53 1986

**History Journals and Serials: An Analytical Guide. New York: Greenwood, 1986.**
~~ALEX REF. Z6956.~~G6F94 1986

**Library and Information Science Journals and Serials: An Analytical Guide. Westport, CT: Greenwood, 1985.**
ALEX REF., ALEX STACKS, DGLSS REF. Z666.B64 1985

**Marine Science Journals and Serials: An Analytical Guide. New York: Greenwood, 1986.**
ALEX Z6004.P6B3 1986, LSM GC1.B37 1986

**Philosophy Journals and Serials: An Analytical Guide. Westport, CT: Greenwood, 1985.**
ALEX REF. Z7127.R83 1985

**Serials on Aging: An Analytical Guide. New York: Greenwood, 1986.**
ALEX REF. Z7164.O4H47 1986, LSM REF. HQ1061.H47 1986

**Religion Journals and Serials: An Analytical Guide.**
New York: Greenwood, 1988.
ALEX REF. Z7753.I53 1988

**Education Journals and Serials: An Analytical Guide.**
**New York: Greenwood, 1988.**
ALEX REF., STACKS Z5813.C64 1988

## B. ACADEMIC PUBLICATIONS: OTHERS

Specific guides continue to appear. Below is a selection of monographs that have appeared recently.

**Author's Guide to Accounting and Financial Reporting Publications. Rev. ed. New York: Harper, 1986.**

Brief, but informative annotations for over 130 periodicals, largely based on responses from the publishers to questionnaires. Information for most journals includes "desired length of article", "preferred subject matter". "selection criteria", "approximate acceptance rate", and approximate time taken to publish after a piece is accepted. Unfortunately, there is no subject index to this work.
ALEX Z7164.C81V37 1986, DANA REF. HF5657.V37 1986

**Author's Guide to Social Work Journals. 2nd ed. Silver Spring, MD: National Association of Social Workers, 1987.**

Brief but effective descriptions of each journal including focus or aim, submission requirements, and review process.
ALEX REF., CAMDN REF. HV85.M46 1987

**Cabell's Directory of Publishing Opportunities in Business and Economics. 3rd ed. Beaumont TX: Cabell, 1985.**

A fair amount of detail is contained in this guide, including manuscript submission information, the review process, acceptance rate, and topics of interest to the editors.
CAMDN REF., DANA REF. H91.C23 1985

**Computer Publishers and Publications: An International Directory and Yearbook. 1988-1989 ed. New Rochelle, NY: Communication Trends, 1988.**

Includes brief but descriptive annotations of computer periodicals and book publishers (e.g. states whether scholarly or professional etc.).
KLMR REF. Z286.C65C66

**East European and Slavic Studies: Academic Writer's Guide to Periodicals. Kent, OH: Kent State University Press, 1973.**

Limited by age of publication, this guide does however summarize the editorial interests and policies of nearly 500 journals which cover Eastern Europe.
ALEX REF., DGLSS REF., KLMR REF. Z2483.B56

**MLA Directory of Periodicals: A Guide to Journals and Series in Languages and Literatures. New York: Modern Language Association of America, 1986.**

Extensive international annotated guide to literary and linguistic periodicals. Descriptions include scope and manuscript submission requirements.
ALEX REF., KLMR REF. Z6511.M6212, CAMDN REF. Z7001.M632

**Refereed and Nonrefereed Economic Journals: A Guide to Publishing Opportunities. New York: Greenwood, 1988.**

This current guide to economic journals includes an alphabetical list by title with review and manuscript information for each journal title, a list of refereed journals, and a list of nonrefereed journals. Provides information on the reviewing criteria of journals.
DANA REF. HB 63.M54 1988

C. GENERAL AND POPULAR PUBLICATIONS

**Directory of Publishing Opportunities in Journals and Periodicals. 5th ed. Chicago: Marquis, 1981.**

Brief descriptions of some 3900 specialized and professional journals grouped by academic discipline. Descriptions include manuscript requirements, manuscript turn-around time, and types of articles published by the journals listed.
ALEX REF., DANA REF., DGLSS REF., KLMR REF. Z479.D57 1981, CAMDN REF. Z6944.S3 D57

**International Directory of Scholarly Publishers. Paris: United Nations Educational, Scientific and Cultural Organization, 1977.**

Despite its age, this work is valuable for its coverage of presses that "specialize" in publishing scholarly research on a non-profit basis.
ALEX DOC. REF. UNE P97D59 (1977), CAMDN Z286.S37I57

**International Literary Market Place, 1988-89. New York: Bowker, 1988.**

Covers 160 countries. Describes book publishers and periodicals.
ALEX REF., CAMDN REF., DANA REF., DGLSS, KLMR REF., Z291.5.I5 1988/1989

**Literary Market Place: The Directory of American Book Publishing. New York: Bowker, 1987.**

Among its features this directory lists major American book publishers. Listings include a brief description of the kinds of works they publish.
ALEX REF., CAMDN REF., KLMR REF. PN161.L776,
DANA REF. PN161.L5, DGLSS REF. PN 151.L712

**Magazine Industry Market Place. 7th ed. New York: Bowker, 1987.**

The brief annotations describing a select number of journals, magazines, and newsletters are complemented by a section classifying them by type (scholarly, consumer, etc.) and by subject.
ALEX REF. Z475.M18

**Magazine Writer's Nonfiction Guidelines: Over 200 Periodicals Editors' Instructions Reproduced. Jefferson, NC: McFarland, 1987.**

Easily the most useful and helpful guide to popular magazines and their criteria for selecting articles for publication.
ALEX REF. PN147.M33 1987

**Poet's Market. Cincinnati, OH: Writer's Digest Book 1987.**

Detailed description of book and periodical "Publishers of Poetry". Also includes conferences, workshops, writing colonies, and organizations relevant to poets.
ALEX REF. PN1059.M3P59

**Writer's Market. Where to Sell What You Write. Cincinnati, OH: Writer's Digest Books, 1987.**

Subtitled "Where and How to Sell What You Write: 4,000 places to sell your articles, books, fillers, gags, greeting cards, novels, plays, scripts, and short stories!", this tool is primarily for commercial application. The standard work of this type.
ALEX REF., CAMDN REF., DANA REF., DGLSS REF., KLMR REF. PN161.W956

**Writing to Sell. 3rd rev. ed. New York: Harper, 1987.**

A very detailed practical guide to writing and selling the written word. The chief emphasis is on fiction writing. Advice is given on planning, researching, writing, publishing, and marketing your written work. Written by the best-selling author, Scott Meredith, this book provides a lot of inside information into the world of publishing.
ALEX PN147.M48 1987

D. RUTGERS PUBLICATIONS

In addition to the multitude of publishing outlets already noted, also keep in mind Rutgers University publications as possible vehicles for your scholarly endeavors. Various departments, organizations, and special interest groups affiliated with the University publish, in total, an impressively large volume of literature in every conceivable format ranging from newsletters, bulletins, and digests, to journals and newspapers. The subject matter covered by these works is as diverse as the University itself and tends to focus in many cases on specialty areas that roughly correspond to various academic disciplines. The total number of Rutgers titles is prohibitively large for reproduction here (copies of the full listing are available at the Special Collections Department in the Alexander Library). However, a select few of these publications that look as though they might be of particular interest to librarians are shown below.

Journal of the Rutgers University Libraries. v. 1 - 1937 - .
New Brunswick: Associated Friends of the Library of Rutgers University.
ALEX Z733.R955F, CAMDN, DANA, DGLSS, KLMR, SPCOL

Rutgers Computer and Technology Law Journal. v.1 - 1970 - .
Newark: Rutgers Law School.
LAW-N

Women's Rights Law Reporter. v.1 - 1971 - .
Newark: Women's Rights Law Reporter.
ALEX, DGLSS, KLMR, LAW-C, LAW-N, SPCOL

## Chapter IV

## READINGS ON WRITING AND PUBLISHING

This section is a list of selected books and journal articles which provide advice, tips, suggestions, and hints for writing and publishing. These sources include information on such topics as choosing a publishable topic, choosing a publisher, preparing a manuscript, submitting a manuscript, and managing time for research and writing.

**Atchity, Kenneth. A Writer's Time: A Guide to the Creative Process, from Vision through Revision. New York: Norton, 1988.**

Although this work is geared to professional writers, it includes helpful advice, inspiration, and techniques on how to incorporate writing for publication into our daily active lives. Emphasis is on how to find time and how to use time productively.
ALEX PN145.A83 1986

**Alley, Brian, and Jennifer Cargill. Librarian in Search of a Publisher: How to Get Published. Phoenix, AZ: Oryx, 1986.**

Brief insightful guide to choosing a topic, writing an article, bibliography, or book, and getting published. Includes an especially good chapter devoted to compiling and publishing bibliographies.
ALEX, CAMDN Z669.7.A39 1986

**Budd, John. "Publication in Library & Information Science: the State of the Literature." Library Journal 113.14 (1988): 125-131.**

A study of publication in library and information science, this article is most valuable for the data presented in table form. Table 1, "Journal Data and Openness to Unsolicited Manuscripts," includes the rejection and acceptance rates of specific library journals and the percentage of articles published annually in the journals which come from unsolicited manuscripts. Table 2, "Evaluation Process," provides information on the selection process, including the number of readers for manuscripts, of library journals. Table 3, "Publication Delays," provides information on the turn-around time from receipt of manuscript to decision to publication and whether criticism for rejected manuscripts is offered by the various journals.
ALEX Z671.L7, CAMDN, DANA, DGLSS, IMLR, KLMR, LAW-N

**Carter, Sylvester P. Writing for Your Peers: the Primary Journal Paper. New York: Praeger, 1987.**

Identifies the characteristics and purpose of the journal paper in science and technology. Includes chapters on presenting theoretical and experimental material. Provides practical advice for new and experienced authors.
DGLSS, KLMR T11.C329 1987

**Day, Robert A. How to Write and Publish a Scientific Paper. 3rd ed. Phoenix, AZ: Oryx, 1988.**

A valuable book of specific and practical information on various aspects of writing and publishing in scientific fields. Several chapters deal with the construction of the parts of a scientific paper, including title, abstract, introduction, and illustrative matter. These chapters are followed by information on the submission, reviewing, and publishing processes. Other chapters are devoted to the writing of review papers, conference, reports, book reviews, and theses, to the preparation of posters for poster displays, and to presenting papers orally.
DANA REF. DGLSS REF., KLMR T11.D33 1988

**Fischel, Daniel. A Practical Guide to Writing and Publishing Professional Books: Business, Technical, Scientific, Scholarly. New York: Van Nostrand, 1984.**

A basic book with general information and advice on choosing a publisher, preparing a manuscript for publication, proofreading, indexing, and marketing. Includes information on legal considerations.
KLMR PN146.6F57 1984

**Fox, Mary Frank. Scholarly Writing & Publishing: Issues, Problems, and Solutions. Boulder, CO: Westview, 1985.**

A collection of essays with valuable and practical information on publishing journal articles and books. Addresses the social, organizational and intellectual aspects of writing and publishing. Includes practical tips on designing a productive work program.
ALEX, CAMDN, DANA, DGLSS, KLMR Z286.S37S335 1985

**Glogoff, Stuart. "Reviewing the Gatekeepers: A Survey of Referees of Library Journals." Journal of the American Society for Information Science 39.6 (1988): 400-407.**

Focuses on the editorial practices, attitudes, and perceptions of referees of scholarly journals in librarianship. Provides not only information about the evaluation of manuscripts, but also information on experience and qualifications for serving as a referee.
ALEX Z1007.A63, CAMDN, DANA

**Hatcher, Karen A., et al. "How the Academic Librarian Can Get Published and Not Perish." Information Reports and Bibliographies 13.1 (1984): 4-28.**

Presents nine suggestions for academic librarians to improve on the odds of getting published that were generated at a 1981 meeting of the Academic Division of the Pacific Northwest Library Association. Includes detailed instructions for contributors for twenty-one library science journals.

**Johnson, Richard David. Writing the Journal Article and Getting It Published. 3rd ed. Chicago: Association of College & Research Libraries, 1985.**

A useful guide of practical suggestions and resources for getting started in writing for publication. Provides information on the selection of a target journal, as well as on the preparation and submission of a manuscript. Includes sources on journals in librarianship, guides useful to the writer, guides for the preparation of tables, figures, and illustrations, and "Guidelines for Authors, Editors and Publishers of Literature in the Library and Information Field."
ALEX PN4775.J64 1985

**Katz, Bill, and Robin Kinder, ed. The Publishing and Review of Reference Sources. Special issue of The Reference Librarian 15 (1986): 3-336.**

Includes articles on various aspects of publishing and reviewing reference sources. Among the practical and informative articles are: "How to Be a Book Critic: A Guide for Librarians," "From Book Idea to Contract: Writing Reference and Professional Books," and "The Reference Reviewers Responsibilities."
ALEX Z711.R45

**Kenney, Donald J. "Publishing BI Articles in Discipline Journals: Humanities." Research Strategies 1.2 (1983): 64-76.**

Lists forty journals in history, literature, and related fields that are potential places for librarians to publish. Ranked according to probability of accepting articles related to bibliographic instruction.
ALEX Z675.U5R45, DGLSS REF. PER.

**---. "Publishing B.I. Articles in Discipline Journals: Social Sciences." Research Strategies 2.3 (1984): 128-135.**

Lists thirty-six journals in the fields of education, political science, law, economics, business, anthropology, sociology, psychology, health and physical education, recreation, geography, housing, and family development that are potential places for librarians to publish. Ranked according to the probability of accepting articles related to bibliographic instruction.
ALEX Z675.U5R45, DGLSS REF. PER.

**Larson, Michael. How to Write a Book Proposal. Cincinnati: Writers Digest Books, 1985.**

A practical guide to constructing a book, from how to organize your thoughts and develop an idea to what a chapter should look like.
CAMDN, DGLSS PN161.L37 1985

**Luey, Beth. Handbook for Academic Authors. NY: Cambridge University Press, 1987.**

With experiences as editor, indexer, publisher, production manager, marketing manager, and shipping clerk, Luey provides practical information and advice on writing journal articles and books, finding appropriate publishers, working with publishers, negotiating a contract, the mechanics of preparing a manuscript, and on the economics of publishing. This is a good introductory text on publishing.
ALEX, CAMDN, KLMR, LSM PN146.L84 1987

**Pilachowski, David M., and Noelene P. Martin. "How Do Bibliographies Get Published?: A Survey of Publishers of Monographic Bibliographies." RQ 27.4 (1988): 542-546.**

An informative and useful article on how bibliographies come into being, the expections of publishers regarding form and content, when to contact publishers, and the marketing of bibliographies.
ALEX Z711.R464, CAMDN, DANA, DGLSS

**Powell, Walter, W. Getting into Print: the Decision-making Process in Scholarly Publishing. Chicago: University of Chicago, 1985.**

Based on interviews with editors, Powell provides information on how academic editors choose the titles they sponsor.
ALEX, DANA, DGLSS, LSM Z479.P68 1985

**Rayward, W. Boyd. "Publishing Library Research." College & Research Libraries 41 (1980): 210-219.**

Provides useful information on writing different kinds of articles for different types of library journals, choosing an appropriate journal for submitting a manuscript, and mistakes to avoid in research and writing for library journals. Emphasizes the functions of the editor in the publication of library research.
ALCHL PER, ALEX Z671.C6, CAMDN, DANA, DGLSS REF. PER., IMLR, KMLR

**Sellen, Betty-Carol. Librarian/Author: A Practical Guide on How to Get Published. New York: Neal-Schuman, 1985.**

Ten excellent essays offering ideas and tips on publishing. Includes surveys of book and journal publishers in library and information science and profiles of key journals and publications

Should be used in conjunction with Alley and Cargill's Librarian in Search of a Publisher: How to Get Published. "ALA Guidelines for Authors, Editors Publishers of Literature in the Library and Information Field" included in an appendix.
ALEX, DGLSS, LSM Z699.7L47 1985

**Stevens, Norman D. "The History and Current State of Library Publishing in the United States: An Impression." Library Science Annual 1 (1985): 17-28.**

This brief informative article includes a useful profile of "major publishers" in library science.
ALEX REF. Z671.L7168

**Thomson, Ashley. "Librarian as Author: The Perils of Publishing." Canadian Library Journal 44 (1987): 93-96.**

Based on the author's experience in publishing a new Canadian reference book, this article provides practical suggestions for getting material published . Emphasizes the advantages of submitting ideas to publishers to determine publishability and joint authorship.
ALEX Z673.C18

**Westerman, Mel, and Carol Wright. Aids to Research for Library Faculty at the Pennsylvania State University. University Park: Pennsylvania State University Libraries, 1981.**

A useful bibliography of information resources for performing, funding, and publishing research.
ALEX ERIC ED 231 373

## Chapter V

## RESEARCH METHODOLOGY

Listed in this section are books whose aim is to assist librarians in their research goals. Various methods of conducting research are covered in these sources. Each source is designated as beginning, intermediate, or advanced level.

**Barzun, Jacques, and Henry F. Graff. The Modern Researcher. 4th ed. New York: Harcourt, 1985.**

A basic text for all disciplines. Covers the principles and techniques of research, and how to write the report. Includes information on sentence structure, how to quote, and the rules of citing. (Beginning level)
ALEX SOC D13.B334 1985

**Bundy, Mary Lee, and Paul Wasserman. Reader in Research Methods for Librarianship. Washington, DC: National Cash Register, 1970, 1983.**

A good basic text covering research design and the concepts of methodology. Each chapter is by a different contributor, and includes abstracts and footnotes. A bibliography of sources is included. (Intermediate Level)
ALEX, DANA, KLMR AZ105.B84 (1970 edition)

**Busha, Charles H., and Stephen P. Harter. Research Methods in Librarianship: Techniques and Interpretation. New York: Academic, 1980.**

A classic textbook whose "goal is to provide practical and theoretical insights, as well as to discuss technical skills needed to plan research projects and to collect and analyze research data effectively." (preface) Includes chapters on writing the research proposal and the research report. Also includes references and a subject index. (Intermediate level)
ALEX, DGLSS Z669.7.B87

**Busha, Charles H. A Library Science Research Reader and Bibliographic Guide. Littleton, CO: Libraries Unlimited, 1981.**

Six essays dealing with research methodology in library science. Includes an historical overview of library research, a discussion of various methodologies, several essays on specific methodologies, and an essay on obtaining grants. Also included is a bibliography on methodology. Each essay includes references. (Beginning Level)
ALEX Z669.7.L49

**Carpenter, Ray L., and Ellen Storey Vasu. Statistical Methods for Librarians. Chicago: American Library Association, 1978.**

Good introduction to the subject. Covers descriptive and inferential samples and sampling procedures and inductive techniques. Also includes a chapter on elementary non-parametric methods. Includes a glossary and brief subject index. (Intermediate Level)
ALEX, DANA REF. HA29.C297

**Martyn, John, and Wilfrid R. Lancaster. Investigative Methods in Library and Information Science: An Introduction. Arlington, VA: Information Resources, 1981.**

Chapters include questioning procedures, analysis of records, performance evaluation, and cost analysis. Bibliography and index are included. The text includes examples of questionnaires. (Intermediate Level)
ALEX, KLMR Z699.7.M37

**Moore, Nick. How to Do Research. London: Library Association Publishing, 1986.**

A very practical guide which aims to assist from start to finish as evidenced by the first chapter heading: "state the objective of the research", and the last chapter heading: "disseminate the results." Clearly written. A brief subject index is included. Read this one if none other. (Beginning Level)
KLMR STACKS, REF. Q180.55.M4M66 1987

**Ravichandra Rao, Inna K. Quantitative Methods in Library and Information Science. New York: Wiley, 1983.**

The objective of this text is to explain statistical methods as they are applied to library and information science. It is a very detailed and technical approach to the subject, not for the beginner or those who grow faint at the sight of mathematical formulas. (Advanced Level)
ALEX, KLMR Z665.R37 1983

**Srikantaiah, Taverekere, and Herbert H. Hoffman. An Introduction to Quantitative Research Methods for Librarians. 2d ed. Santa Ana, CA: Headway, 1977.**

Gives clearly written step by step instructions for methods of data collection and analysis. Explains how to quantify data, descriptive statistics. Includes a bibliography. (Advanced Level)
ALEX Z669.7.S74 1977

# Chapter VI

## GETTING TIME AND MONEY

### A. Writing the Grant Proposal

Proposal writing includes preparation, writing (including style), submission, and follow-up. A good book on grantsmanship will give you the basic information you need, but one or more guides to proposal writing should be consulted for more insight. Not every guide goes into detail for every step of the process. It would be wise to choose more than one to get a better idea of what you will need to do.

Preparing the grant proposal, which is just as important as the research project itself, can seem like a tedious and insurmountable task. With the help of a good manual, it need not be intimidating. The titles listed below are representative of many titles that are currently available. Most are brief, perhaps an indication that the task is not as bad as you thought.

**Behling, John H. Guidelines for Preparing the Research Proposal. rev. ed. Lanham, MD: University Press of America, 1984.**

This brief guide is highlighted by its outline for the research proposal, with a "fill-in" workform. Following this is detailed coverage of each item. Also included is a brief guide to grantsmanship for the beginner.
DANA REF. H62.B3634 1984

**Corry, Emmett. Grants for Libraries: A Guide to Public and Private Funding Programs and Proposal Writing Techniques 2nd ed. Littleton, CO: Libraries Unlimited, 1986.**

This book on grants has a brief chapter on writing proposals. One significant item in the chapter is the address for hand-carrying your proposal to the U.S. Department of Education.
ALEX REF. Z683.C754 1986

**Dermer, Joseph. How to Write Successful Foundation Presentations. Hartsdale, N.Y.: Public Service Materials Center, 1984.**

The most significant part of this work is the conclusion, which summarizes all the points covered by the book. This could be used by itself as a guide sheet.
CAMDN, LSM REF. HV41.D47 1984

**Gooch, Judith Mirick. Writing Winning Proposals. Washington, DC: Council for Advancement and Support of Education, 1987.**

This book is full of samples and useful suggestions, such as writing style, a reminder to keep copies of the proposal, and other important points which might be overlooked.

**Gwinn, Nancy E. "Funding Library Research." College & Research Libraries 41 (1980) 207-209.**

Gwinn, a program officer of the Council on Library Resources, emphasizes what funding agents look for in grant proposals.
ALEX, CAMDN, DANA, KLMR

**Hall, Mary S. Getting Funded: A Complete Guide to Proposal Writing. 3rd ed. Portland, OR: Continuing Education Publications, Portland State University, 1988.**

A lot of useful information has been gathered and distilled into a practical manual. Included in this guide are such things as exercises, checklists, and samples of letters and budgets.

**Kalish, Susan Ezell, et al, eds. The Proposal Writer's Swipe File: 15 Winning Fund Raising Proposals--Prototypes of Approaches, Styles, and Structures. 3rd ed. Washington, DC: Taft, 1984.**

This is a compilation of actual proposals in the areas of social welfare, education, science, and the arts and humanities.
ALEX REF., DANA REF. H91.P76 1984

**Larson, Virginia. How to Write a Winning Proposal. 2nd ed. San Diego, CA: Classic House, 1986.**

This book is not quite as good as the others, but it does have a chapter on using computers and word processing, by Charles W. Koch. In this chapter he discusses not only the advantages of using a computer in writing your proposal, but the pitfalls as well.

**Locke, Lawrence F., et al. Proposals That Work: A Guide for Planning Dissertations & Grant Proposals. 2nd ed. Newbury Park: Sage, 1987.**

This is primarily a guide for the preparation of a dissertation proposal. The chapter on proposal preparation has some excellent information on abstracts, major steps in developing proposals, and common reasons for rejection. The book also includes a sample grant proposal with detailed annotations.
ALEX REF. Q180.55.P7L63 1987

**Meador, Roy. Guidelines for Preparing Proposals: A Manual on How to Organize Winning Proposals for Grants, Venture Capital, R & D Projects, Other Proposals. Chelsea, MI: Lewis, 1985.**

This is a general purpose guide which includes chapters on grantsmanship and elements of the proposal.
CAMDN, DANA REF., LSM, URBAN HF5718.5.M43 1985

**Peete, Gary, et al. A Guide to Research and Funding for Librarians. Santa Barbara: Librarian Association of the University of California, 1983.**

This work provides guidance to academic librarians for research grant processes--application, management, and communication of results. It includes a section entitled "Funding Sources Explicitly Interested in the Librarian Conducted Research or Other Creative Investigations" and provides a substantial bibliography of sources on investigating the research process, finding funding sources, planning and writing the research proposal, managing the research grant, performing the research, and on evaluating and communicating the research results.
ALEX ERIC ED 238 445

## B. Grants, Fellowships, and Scholarships

Oftentimes librarians abound with ideas for research projects but lack the financial resources to pursue them. The purpose of this section is to present a few of the possible sources available for funding research projects, study travel, or general professional development. This section is organized into three parts according to category of sponsors: (1) Library Organizations, with emphasis on the American Library Association and its subdivisions; (2) Rutgers University; and (3) the State of New Jersey. For further information on opportunities offered through the American Library Association and for more detailed information on many of the items listed, send for a copy of their annual publication, "Opportunities and Honors," and check the **ALA Handbook of Organization** (ALEX REF., DGLSS REF. Z673.A50721).

The Rutgers University **Office of Research and Sponsored Programs** offers many services to the university community. The numerous responsibilities and activities of this office include the publishing of **Grantlines**, a newletter which announces funding programs; maintaining a **Resource Center** of materials concerning funding sources; conducting workshops on grant opportunities; and reviewing applications for external research funding. This office also performs computer searches for individual faculty members on funding sources through the Sponsored Programs Information Network (SPIN), a database of funding opportunities maintained by the Research Foundation of the State University of New York. Further information on SPIN searches is available through Elizabeth S. Garlatti, Sponsored Program Administrator, extension 2883. The ORSP **Manual for Research and Sponsored Program** (ALEX REF., CAMDN STACKS, DANA REF., DANA STACKS, LSM REF. LD4744.A34) describes Rutgers University research policies and procedures for externally funded research, as well as the services of the office. This manual includes information on the services of the **Rutgers University Foundation** to members of the university community seeking grants from private sources. The Rutgers University Foundation also publishes a newsletter, **Impact: Corporate and Foundation Grants**, with information on opportunities for funding research. For further information, contact Rutgers University Foundation, 191 College Avenue, Extension 7777. A copy of the **Manual for Research and Sponsored Program** and other materials may be picked up at the Office of Research and Sponsored Programs, 123 Administrative Services Building, Busch Campus, or may be obtained by contacting the office at extension 2880 or 2881.

The annual New Jersey State Library publications, **Library Grant Programs** (ALEX DOCREF., ALEX DOCNJ, CAMDN DOCNJ, DANA DOCNJ, DGLSS DOCNJ, KLMR REF. Z678.4.N4N49) and **Catalog of Library Grant Progams** (updated by its supplement, **Grants Bulletin**) (ALEX DOCREF., ALEX DOCNJ, DAMDN DOCNJ, DANA DOCNJ, DGLSS DOCNJ, KLMR REF. Z678.4.N5N4) provide further information on state grants for libraries. The **Official Directory/State of New Jersey** (ALEX REF., KMLR REF., SPCOL JK3530.N48C) will lead you to other opportunities offered by state agencies. Additionally, be sure to check regularly in the **Weekly Agenda** for announcements for local, state, and national funding and research opportunities.

## Sponsored by Library Organizations

### ACRL Humanities Programing Projects Workshops

The Association of College and Research Libraries and the Public Library Association with a grant from the National Endowment for the Humanities conduct workshops to initiate communications between academic and public librarians and humanist scholars for the purpose of working together on cooperative humanities programing projects and to stimulate them to seek funds for appropriate humanities activities. Applications are sought from public and academic librarians.

Awards/Amount: Workshop registration fee, lodging and meals at workshop site, and travel subsidy of up to $150.
Profile: Private
Limitation: Applications are made by teams of three--an academic librarian, a public librarian, and a humanist scholar.
Reference: Sandy Donnelly (312) 944-6780
Source: Association of College and Research Libraries
50 E. Huron Street
Chicago, IL 60611

### Bogle International Library Travel Fund

To librarians for travel abroad to study and/or attend conferences.

Donor: Bogle Memorial Fund
Award/Amount: Varies
Contact/Sponsor: ALA International Relations Committee Staff Liaison

**(Carroll Preston) Baber Research Grant**

For innovative research in library science to improve services and new uses of technology and cooperative projects.

Donor: Eric R. Baber
Award/Amount: $10,000
Contact/Sponsor: ALA Awards Committee Staff Liaison

**Council on Library Resources Faculty/Librarian Cooperative Research Program Grants**

Designed to enhance the research skills of librarians and to promote better communication between librarians and teaching faculty.

Profile: Private
Reference: Cooperative Research Program
Sponsor/Contact: Council on Library Resources
1785 Massachusetts Ave. NW
Washington, DC 20036

**Council on Library Resources Library Management Internships**

A small number of exceptional librarians is selected periodically to spend an academic year working directly with a university librarian to learn more of the full range of administrative responsibilities.

Profile: Private
Reference: Management Internships Program
Sponsor/Contact: Council on Library Resources
1785 Massachusetts Ave. NW
Washington, DC 20036

**(John Cotton) Dana Public Relations Awards**

To libraries or library organizations of all types for public relations programs or special projects completed during the preceding year.

Donor: H.W. Wilson Company
Award/Amount: Citation
Contact/Sponsor: ALA Library Administration and Management Association

**Doctoral Dissertation Fellowship**

To doctoral students in the field of academic librarianship whose research indicates originality, creativity, and interest in scholarship.

Donor: Institute for Scientific Information
Award/Amount: $1,000
Contact/Sponsor: Association of College and Research Libraries
50 E. Huron Street
Chicago, IL 60611

**(Samuel) Lazerow Fellowship for Research in Acquisitions or Technical Services**

To an acquisitions or technical services librarian for research, travel, or writing in these fields.

Donor: Institute for Scientific Information
Award/Amount: $1,000
Contact/Sponsor: Association for College and Research Libraries
50 E. Huron Street
Chicago, IL 60611

**LRRT Research Award**

For an outstanding and original paper reporting the results of research related to libraries.

Award/Amount: $500
Contact/Sponsor: ALA Library Research Round Table Staff Liaison

**(Martinus) Nijhoff International West European Specialist Study Grant**

To an ALA member to study West European librarianship or bibliography in the Netherlands and two other Western European countries.

Donor: Martinus Nijhoff International
Award/Amount: Travel expenses
Room and board
Contact/Sponsor: ACRL Western European Specialists Section

**(Shirley) Olofson Memorial Award**

To individuals for attendance at their second ALA Annual Conference.

Award/Amount: Cash
Contact/Sponsor: ALA Junior Members Round Table Staff Liaison

**(3M/JMRT) Professional Development Grant**

To Junior Members Round Table members to encourage professional development and participation in national ALA and JMRT activities.

Donor: 3M
Award/Amount: Cash
Contact/Sponsor: Junior Members Round Table Staff Liaison

**(Herbert W.) Putnam Honor Award**

To an American librarian for travel, writing, or other use to improve service to the library profession or society.

Donor: Herbert W. Putnam Honor Fund
Award/Amount: $500 quadrennially
Contact/Sponsor: ALA Awards Committee Staff Liaison

**Readex/GODORT/ALA Catharine J. Reynolds Award**

Grants to documents librarians for travel and/or study in the field of documents librarianship or area of study benefiting performance as a documents librarian.

Donor: Readex Corporation
Award/Amount: $2,000
Contact/Sponsor: Government Documents Round Table Staff Liaison

**(The H.W.) Wilson Library Staff Development Grant**

To a library organization for a program to further its goals and objectives.

Donor: H.W. Wilson Company
Award/Amount: $2,500
Contact/Sponsor: ALA Awards Committee Staff Liaison

**(Justin) Winsor Prize Essay**

To the author of an outstanding essay embodying original historical research on a significant subject of library history.

Award/Amount: $500 and essay published, if desired, in the Journal of Library History.
Contact/Sponsor: ALA Library History Round Table Staff Liaison

## Sponsored by Rutgers University

**Council for the Improvement of Teaching Grants**

Designed to support projects that have a broad impact on teaching and learning within the University and that promote major institutional goals especially in the area of undergraduate education.

Contact/Sponsor: Office of the Senior Vice President
for Academic Affairs
Old Queens Building, Room 307
College Avenue Campus

**Faculty Academic Study Leave Program (FASP)**

Provides one- and two-semester leaves to eligible faculty members to undertake projects of academic significance to themselves and their departments or units. Administered by the Office of the Executive Vice President, with the assistance and advice of the Faculty Committee on FASP leave. For further information, contact:

Jean Ambrose
Assistant Vice President for Faculty Affairs
Extension 7174

**Grants to Obtain Grants**

To compensate for costs incurred in obtaining and administering external grants. Funds are provided for travel to consult potential sponsors and for typing and duplicating proposals.

Contact: Dr. C. F. Main
Office of Research and Sponsored Programs
Administrative Services Building, Room 123
Busch Campus Extension 2863

**President's Coordinating Council on International Programs: Mini-Grants Program in International Studies**

For research and/or academic program development in international studies. Covers several grant award categories.

Contact: Office of the Director of International Programs
165 College Avenue
The Parker House
Extension 7263 or 7066

**Research Council Grants**

For research leading to significant publication in all the fields of learning represented in the University and creative work in the arts. Funds may be requested to cover expenses directly related to post-doctoral research and to important artistic endeavors.

Contact: Dr. C. F. Main
Office of Research and Sponsored Programs
Administrative Services Building, Room 123
Busch Campus Extension 2863

**Short Research Assignments**

Provides twenty-two working days taken in any manner within a six-month period for furthering scholarly/creative or research interests. These assignments are granted on approval of your library unit director, the Short Research Assignments Committee of the library faculty, and the University Librarian.

Contact: Chair, Short Research Assignments Committee
Rutgers University Libraries

## Sponsored by the State of New Jersey

**Department of Higher Education**

**Computers in Curricula Grant Program**

To promote use of computers and related telecommunications and networking technologies to achieve objectives for the undergraduate curricula.

**Retention Initiative Grant Program: Freshman Year/Human Relations**

To support the undertaking of comprehensive and essential restructuring of freshman year experiences to dramatically improve freshmen persistence and achievement.

**New Jersey Humanities Grant Program**

To strengthen the humanities, to improve the education of humanities students, and to integrate a humanistic perspective throughout the undergraduate curricula of higher education students in the state.

**New Jersey International and Foreign Language Education Grant Program**

To strengthen and broaden the international and foreign language components of the undergraduate curricula at New Jersey colleges and universities.

Contact: New Jersey Department of Higher Education
20 West State Street CN 543
Trenton, New Jersey 08625

or

Office of Research and Sponsored Programs
Administrative Services Building, Room 123
Busch Campus Extension 2880/2881

**New Jersey Historical Commission**
**Grants-in-Aid**

Projects that increase the body of knowledge about New Jersey, bring the state's history to the general public, increase the audience for New Jersey history, preserve the materials of the state's history or improve the conditinos for the study, preservation or presentation of New Jersey history are eligible.

Contact: New Jersey Historical Commission
Department of State
4 N. Broad Stree, CN 305
Trenton, NJ 08625

or

Office of Research and Sponsored Programs
Administrative Services Building, Room 123
Busch Campus Extension 2880/2881

# APPENDIX I

## STATE OF THE LITERATURE

Table 1. Journal Data and Openness to Unsolicited Manuscripts

Table 2. Evaluation Process

Table 3. Publication Delays

Reprinted from Library Journal September 1, 1988.
Copyright © 1988 by Reed Publishing, USA,
Div. of Reed Holdings, Inc.

**TABLE 1. JOURNAL DATA AND OPENNESS TO UNSOLICITED MANUSCRIPTS**

| Title | No. of subscriptions | No. of unsolicited manuscripts submitted | No. of unsolicited manuscripts accepted | % of unsolicited manuscripts accepted | % of articles pub. annually which come from unsolicited manuscripts |
|---|---|---|---|---|---|
| American Archivist | 4,000 | — | — | — | — |
| American Libraries | 47,000 | 150-200 | 15-20 | 8-13 | 50 |
| Behavioral & Social Sciences Librarian | 450 | — | — | — | — |
| Bulletin of the American Society for Information Science | 4,500 | 12 | 4 | 33 | 8 |
| Canadian Library Journal | 5,500 | 35-70 | 30 | 43-86 | 85 |
| Cataloging & Classification Quarterly | c.1,000 | 25-30 | 20 | 67-80 | 50-60 |
| Catholic Library World | 3,000 | c.30 | c.10 | 33 | 10 |
| Collection Building | 1,500 | 50 | 20 | 40 | 40 |
| Collection Management | c.1,000 | 8-10 | most | — | 15-20 |
| College & Research Libraries | 13,600 | 100 | 35 | 35 | 75 |
| Community & Junior College Libraries | 400 | 25-30 | 25 | 83-100 | 5-10 |
| Government Publications Review | 1,000 | 20 | 12 | 60 | 33 |
| Horn Book | 19,000 | varies | c.10 | — | varies |
| Information Processing & Management | 1,071 | 85 | 25 | 29 | 15 |
| Information Technology & Libraries | 6,800 | 75-100 | — | c.60 | c.80 |
| Journal of Academic Librarianship | 2,500 | 100-150 | 20-30 | 13-30 | 98 |
| Journal of Education for Library and Information Science | 1,800 | 45-55 | 16-20 | 29-44 | 95 |
| Journal of Library History | 808 | 45 | 16 | 36 | 90 |
| Journal of the American Society for the Information Science | 4,000 | 75 | 50 | 67 | 80 |
| Journal of Youth Services in Libraries | 36,000 | 50-60 | 15-30 | 25-60 | 30-50 |
| Law Library Journal | 4,200 | 50 | 30 | 60 | — |
| Legal Reference Services Quarterly | 800 | 60-75 | 40-50 | 53-83 | 80 |
| Library & Archival Security | c.1,000 | 6-10 | 3-5 | 30-83 | 10 |
| Library & Information Science Research | 475 | 30-40 | 12-16 | 30-53 | c.75 |
| Library Hi-Tech | 10,200 | 100-150 | 8-12 | 5-12 | 15-25 |
| Library Journal | 27,000 | — | — | — | — |
| Library Quarterly | c.3,900 | c.54 | c.13 | 24 | 100 |
| Library Resources and Technical Services | c.9,500 | 41 | 13 | 32 | 41 |
| Medical Library Association Bulletin | c.6,000 | c.90 | c.40 | 44 | 90 |
| Medical Reference Services Quarterly | c.800 | 12 | 5 | 42 | 25 |
| Microform Review | 1,400-1,500 | 3 | 3 | 100 | 15 |
| Notes | 3,600 | — | — | — | — |
| Online | 5,500 | c.60 | c.20 | 33 | c.20 |
| Online Review | — | c.25 | c.18 | 72 | — |
| Public Libraries | c.6,000 | c.40 | c.8 | 20 | 20 |
| Public Library Quarterly | 10,000 | 30 | 20 | 67 | 75 |
| Reference Librarian | 1,500 | 2-3 | 1-2 | 33-100 | 1-2 |
| RSR: Reference Services Review | — | 10-20 | 10-15 | 50-100 | 45 |
| Research Strategies | 800 | 75 | 24 | 32 | 90 |
| Resource Sharing & Information Networks | — | 10-15 | — | c.90 | 50 |
| RQ | 6,404 | 58 | 18 | 31 | 86 |
| School Library Journal | 42,000 | 300 | 30 | 10 | 10 |
| School Library Media Quarterly | 7,000 | 35 | 12-15 | 38-43 | 80 |
| Science & Technology Libraries | c.800 | 5-10 | 4-5 | 40-100 | 15 |
| Serials Librarian | c.2,000 | 6-10 | 3-5 | 30-83 | 10 |
| Special Libraries | 12,500 | 25 | 12-13 | 48-52 | 15 |
| Technical Services Quarterly | 700 | 15-20 | 10-15 | 50-100 | 50 |
| Voice of Youth Advocates | 3,300 | — | 12-15 | — | 10 |

**TABLE 2. EVALUATION PROCESS**

| Selection Process | No. of Readers |
|---|---|
| 1. *Editor alone decides* | |
| Catholic Library World | 1 |
| Journal of Youth Services in Libraries | 1 |
| Law Library Journal | 1 |
| Medical Reference Services Quarterly[1] | 1 |
| Microform Review | 1 |
| Public Libraries | 1 |
| Public Library Quarterly | 1 |
| Voice of Youth Advocates | 1 |
| 2. *Editor decides with assistance from staff* | |
| American Archivist | 4 |
| American Libraries | 4-6 |
| Bulletin of the American Society for Information Science | 2 |
| Horn Book | 2 |
| Legal Reference Services Quarterly | 2-4 |
| Notes | — |
| School Library Journal | 3 |
| 3. *Editor and editorial board decide* | |
| Behavioral & Social Sciences Librarian | 2-3 |
| Canadian Library Journal | 2 |
| Cataloging & Classification Quarterly[2] | 2-3 |
| Government Publication Reviews[2] | 3-6 |
| Journal of Education for Library and Information Science | 3-4 |
| Technical Services Quarterly | 1-3 |
| 4. *Editorial board decides* | |
| Research Strategies | 5-6 |
| 5. *Referees who know author's name decide* | |
| Collection Building | 2-4 |
| Information Processing & Management | 2 |
| Journal of the American Society for Information Science | 2 |
| Medical Library Association Bulletin[3] | 4 |
| Online Review | 3 |
| 6. *Referees who do not know author's name decide* | |
| Collection Management[4] | 2-4 |
| College & Research Libraries[4] | 3 |
| Information Technology and Libraries | 1-2 |
| Journal of Academic Librarianship | 3 |
| Journal of Library History | 4-5 |
| Library and Archival Security | 2-4 |
| Library & Information Science Research | 3 |
| Library Quarterly[4] | 2-4 |
| Library Resources and Technical Services[4] | 1-3 |
| Resource Sharing & Information Networks | 2 |
| RQ | 3 |
| School Library Media Quarterly | 3 |
| Science and Technology Libraries[3] | 2 |
| Serials Librarian[4] | 2-4 |
| Special Libraries | 2 |
| 7. *Combination* | |
| Online | 2 |
| The Reference Librarian | 10-15 |
| RSR: Reference Services Review | 2-3 |

1. Sometimes uses editorial board and referees who do not know author's name
2. Manuscript is reviewed by readers who are usually, but not always, members of the editorial board
3. Editor makes the final decision
4. Editor assumes ultimate responsibility for decision

## TABLE 3. PUBLICATION DELAYS

| Title | Time from receipt of manuscript to pub. decision (in wks.) | Time from pub. decision to publication (in wks.) | Is criticism of rejected manuscripts offered? |
|---|---|---|---|
| American Archivist | — | — | — |
| American Libraries | 6-8 | 4-12 | Sometimes |
| Behavioral & Social Sciences Librarian | 15 | 26-32 | Yes |
| Bulletin of American Society for Information Science | 3 | 6 | No |
| Canadian Library Journal | 26 | 6 | Not to great extent |
| Cataloging & Classification Quarterly | 10-15 | 30-40 | Yes |
| Catholic Library World | 2 | c.26 | Yes |
| Collection Building | 6 | 10-30 | Yes |
| Collection Management | 5-8 | c.20 | Yes |
| College & Research Libraries | 6-8 | 8-16 | Yes |
| Community & Junior College Libraries | varies | 12+ | Yes |
| Government Publications Review | 6-8 | c.52 | Extensive |
| Horn Book | 4 | 6-52 | Sometimes suggests other publications |
| Information Processing and Management | 3 | 12 | Yes |
| Information Technology and Libraries | 6 | 8-12 | Yes |
| Journal of Academic Librarianship | 6-8 | 12-52 | Yes |
| Journal of Education for Library and Information Science | 8-10 | c.24 | Yes |
| Journal of Library History | 12-16 | 52+ | Yes |
| Journal of the American Society for Information Science | c.12 | c.65 | Yes |
| Journal of Youth Services in Libraries | .5-4 | 1-16 | Some |
| Law Library Journal | 6-8 | 26-52 | Yes |
| Legal Reference Services Quarterly | 8-12 | 26 | Sometimes |
| Library and Archival Security | 5-6 | c.20 | Yes |
| Library & Information Science Research | 12 | 12-26 | Yes |
| Library Hi-Tech | 2-12 | 12-64 | As time permits |
| Library Journal | c.4 | 8-24 | When appropriate |
| Library Quarterly | 2+ | 26-52 | Yes—varies |
| Library Resources and Technical Services | 1-10 | varies | Not in depth |
| Medical Library Association Bulletin | 8-10 | c.4-8 | Yes |
| Medical Reference Services Quarterly | 6 | 38 | Yes |
| Microform Review | 1 day | 26-52 | If needed |
| Notes | 1-8 | 4-12 + 26 lead time | Sometimes |
| Online | c.4 | 30 | Upon request |
| Online Review | 12 | 8 | Yes |
| Public Libraries | 1-26 | 10-52 | Not usually |
| Public Library Quarterly | c.4 | c.22 | No |
| The Reference Library | 1.5 | 16-32 | Yes |
| RSR: Reference Services Review | 52-104 | 52-78 | Yes |
| Research Strategies | varies | 8 | Yes |
| Resource Sharing & Information Networks | 10-15 | 26-78 | Yes |
| RQ | 19 | 37 | Yes |
| School Library Journal | 16-26 | usually 12 | No |
| School Library Media Quarterly | 6-8 | 12-26 | No |
| Science and Technology Libraries | 2-3 | 26-38 | Yes |
| Serials Librarian | 5-6 | c.20 | Yes |
| Special Libraries | 16-20 | 16-20 | On request |
| Technical Services Quarterly | c.4-8 | c.20-30 | Always |
| Voice of Youth Advocates | 3-6 | 36-52 | Sometimes |

## APPENDIX II

## CONTINUING EDUCATION

Research and publication in certain areas can sometimes involve skills or methodologies that are unfamiliar, for example, using a computer spreadsheet or statistical methods. This can be remedied by further education. Sometimes this may require taking a course; oftentimes it may merely be a matter of attending a workshop or getting instruction from a colleague.

There are a variety of further educational opportunities available to librarians. The following is a select list of such programs. Additional programs may be discovered through professional organizations and library journals and newsletters.

### A. LIBRARY SCHOOLS

Several excellent library schools in the immediate area offer a variety of courses covering topics which would help to develop research and publication skills. For example, Rutgers SCILS offers courses in Quantitative Research Methods, Indexing and Abstracting, and Measurement and Evaluation of Information Services, etc. Tuition remission is available for RUL faculty taking courses for credit at SCILS, or it is possible to audit a course at the discretion of the professor teaching the course. For complete information contact:

Rutgers University
School of Communication, Information
and Library Studies
New Brunswick, NJ 08903
(201) 932-7500

Drexel University
College of Information Studies
Philadelphia, PA 19104
(215) 895-2474

Columbia University
School of Library Science
New York, NY 10027
(212) 290-2292

B. OTHER OPPORTUNITIES

**ACRL** (Association of College and Research Libraries) offers several workshops that can be arranged for local sponsorship:

-Writing the Journal Article and Getting It Published.
-Your Paper: Its Preparation and Presentation.
-Basics of Statistics

These may also be offered as pre or post conference workshops to ACRL on ALA annual meetings. For further details, contact ACRL.

**CCIS** (Center for Computer and Information Services) Rutgers University offers short seminars on a variety of computer related topics throughout the year, such as Word Processing, Desk Top Publishing, etc. Brochures on course offerings are available from any CCIS office. For further information call (201) 932-2361 (New Brunswick), (201) 648-5598 (Newark) or (609) 757-6386 (Camden).